

DATE: _____



PERMIT # _____

6400 El Verde Road, Leon Valley, Texas 78238
Phone: 210-684-1391 x226 Fax: 210-509-8288

TEMPORARY SIGN PERMIT APPLICATION

SUBMITTAL REQUIREMENTS: 1) Application Form, 2) Site Plan/Photo of Site (exact location of where the sign will be placed), 3) Drawing/Photo of Sign (exact sign proposed, dimensions, message, color, shape, and lighting), 4) Letter of Authorization (property owner)

NOTE: PLEASE ALLOW 2-5 BUSINESS DAYS FOR REVIEW

| | | |
|------------------------------|------------------------------|---------------------|
| Permit Address: _____ | Applicant Name: _____ | Phone: _____ |
|------------------------------|------------------------------|---------------------|

SIGN QUESTIONNAIRE

TOTAL number of proposed signs: _____

Will signage be located in a Multi-Tenant Center: YES: _____ Shopping Center NO

If YES, what is the TOTAL number of temporary signs installed at the property? _____

Type of Temporary Sign: Banner Airborne Grand Opening Street Banner

Sign Measurements: Width _____ Height _____ Total _____

Materials used to construct sign: _____ Sign shape: _____

Sign colors: _____ Sign Message: _____

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Sign colors: _____ Sign Message: _____

*****REQUIREMENTS*** Also SEE pages 7-11 of Sign Ordinance #06-034 for further details**

- ❖ Maximum size for temporary banner signs on the property is 50 square feet and 100 square feet for banner signs placed on the building
- ❖ Banners **MUST** be mounted or attached to temporary stakes in the ground on the property or **MUST** be securely attached to the building
- ❖ Street Banners apply **ONLY** to non-profit organizations and may not exceed 4-ft by 36-ft (144 sq feet)
- ❖ Special Event Temporary Signs are allowed on **WEEKENDS ONLY** (Friday 8am to Monday 12pm) without a permit. The spacing must be a minimum of 5-feet apart.

*****OFFICE USE ONLY*****

APPROVED DISAPPROVED for the following reasons: _____

Reviewed by Bruce Bealor, City Inspector: _____
Signature

APPROVED DISAPPROVED for the following reasons: _____

Reviewed by Stan Irwin, Fire Chief: _____
Signature



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LETTER OF AUTHORIZATION

Date: _____

To Whom it May Concern:

This letter authorizes _____
to prepare and submit the following _SIGN PERMIT APPLICATION_ on Lot(s) _____, Block _____,
CB _____, Subdivision _____, located at _____.

Sincerely,

Signature of Property Owner

Signature of Property Owner

Printed Name of Property Owner

Printed Name of Property Owner

Address

Address

City, State, Zip Code

City, State, Zip Code

STATE OF TEXAS }{
COUNTY OF BEXAR }{

BEFORE ME, the undersigned authority, a Notary Public in and for said County and State, on this
day personally appeared _____ known to me to be the person whose signature
is subscribed to the foregoing instrument.

GIVEN UNDER MY HAND and SEAL OF OFFICE this the ____ day of _____, 20_____.

Notary Public, Bexar County, Texas